

Connecticut State Department of Education

MEMORANDUM

Division of Educational Programs and Services
Bureau of Adult Education and Nutrition Programs
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Maureen Staggenborg, Bureau Chief

DATE: August 11, 2003

SUBJECT: Adult Education Operational Memorandum # 02 – 04

- Staff Assignments
- Statewide Policies Forum

I hope you are all enjoying the summer, although it is passing ever so quickly. I wanted to take this opportunity to let you know about Bureau assignments and the upcoming Statewide Policies Forum for adult education directors, facilitators and other key staff.

Staff Assignments

I am delighted to announce that Ajit Gopalakrishan has officially been reinstated to the Bureau and as you can imagine we are delighted to have him return. Gail Brooks-Lemkin has been appointed as Unit Coordinator for adult education and will serve to plan and coordinate the various functions and activities for the Adult Education unit. Staff assignments are listed on the attached page.

Statewide Policies Forum

In response to the field's request that we consolidate the number of required meetings for directors and key staff we have scheduled our first "Statewide Policies Forum". This will combine the September director's meeting, the annual facilitator's meeting and a writing policies and practices meeting. Our intent is to continue to provide the field with technical assistance while being sensitive to funding and staff constraints. We have planned what we hope will be both an exciting and informative day.

The Statewide Policies Forum will take place at **Gateway Community College – North Haven** campus on **September 26, 2003 from 8:30 to 3:00 p.m.** The following is the proposed schedule and content areas for the various sessions. There will be 3 consecutive sessions in the morning and 2 in the afternoon. The writing forum will be repeated in order to accommodate individuals who wear multiple hats. Registration information will be sent within the next two weeks from ATDN.

Statewide Policies Forum

Time	Description		
8:30 – 9:00	Registration, Coffee		
9:00 – 9:45	Opening Session/Updates		
9:45 – 10:00	Break		
10:00 – 12:00	Director’s Forum <ul style="list-style-type: none"> • Bureau Update • State Budget - ED 245 • WIA Reauthorization • RFP feedback 	Facilitator’s Forum <ul style="list-style-type: none"> • CASAS Tests: Level A and Below • CASAS: Beyond “multiple choice” • GED Test-Taking • New Workplace Assessments • CARS Enhancements 	Writing Forum <ul style="list-style-type: none"> • Policy Update • Changes to Assessment Materials • Data Results
12:00 – 1:00	Lunch		
1:00 – 3:00	Forum on Using Data Strategically <ul style="list-style-type: none"> • How data entry practices affect key reports • Goal-setting and accountability • Methodologies for state aggregation and reporting of local data • CARS Reports: Web-Based and EOY 	Writing Forum (repeat) <ul style="list-style-type: none"> • Policy Update • Changes to Assessment Materials • Data Results 	

Please hold this important date as this will be the only opportunity to learn about policies and procedures for the coming year. While there will be an abbreviated policies forum that will be held on October 14, 2003 from 4:00 to 7:00 p.m. at CREC we are strongly encouraging you to attend on September 26. Should you have questions please call or e-mail Gail Brooks-Lemkin at (860) 807-2121 gail.brooks-lemkin@po.state.ct.us

cc: Adult Education Unit
Program Facilitators
Certified Local Scorers
Kathy Hanaway

**Connecticut State Department of Education
Division of Educational Programs and Services
Bureau of Adult Education and Nutrition Programs**

Maureen Staggenborg, Acting Bureau Chief
Nadine Dube, Administrative Assistant

Adult Education Unit – Major Assignments
Gail Brooks-Lemkin, Unit Coordinator

<i>Consultant/Assignments</i>	<i>Support Person</i>
Gail Brooks-Lemkin (860) 807-2121 gail.brooks-lemkin@po.state.ct.us South Central SDA Eastern SDA Federal Grant EDP Even Start	Gina M. Gromak (860) 807-2117 gina.gromak@po.state.ct.us
Ajit Gopalakrishnan (860) 807-2125 ajit.gopalakrishnan@po.state.ct.us North Central SDA CT Competency System/CASAS CARS Workforce Education Technology & Web-based Credit Diploma	Gina M. Gromak (860) 807-2117 gina.gromak@po.state.ct.us
Valerie Marino (860) 807-2130 valerie.marino@po.state.ct.us South West SDA State/Local Reading/Writing Monitoring	Patti Specter (860) 807-2115 patti.specter@po.state.ct.us
Carl Paternostro (860) 807-2110 carl.paternostro@po.state.ct.us North West SDA GED Strategic School Profile CDP Certification	Idalia Thayer (860) 807-2111 idalia.thayer@po.state.ct.us